

# **East Providence Housing Authority**

## **REGULAR/ MEETING**

**November 19, 2013**

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at Harbor View Manor. The meeting was called to order at **5:00PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Theresa Correia and recited by those in attendance.

### **ROLL CALL:**

Present: Chairman, Richard Smith, Vice Chairperson Lynn Vargas, Commissioners Patricia Diffley, Luci Stoddard, Antero Braga, John Faria, Dorothy Tillou, and Executive Director Theresa Correia.

### **RESIDENT & PUBLIC CONCERNS:**

NONE

### **APPROVAL OF MINUTES:**

Regular Meeting – 10/22/2013 Motion by Commissioner Stoddard to accept the minutes as presented, seconded by Commissioner Diffley. All Commissioners voted aye.

### **DIRECTOR'S REPORT:**

Director Correia reported on the following:

- Director Correia informed the board that the tenant concerns regarding entry into their unit other than by way of a key had been addressed. Facilities Manager Cunha has modified a piece of metal that is being installed at all unit entry doors for added security.
- Smoke Free policy violations are being addressed as reported, in a timely fashion. We expect the cold weather will bring on more complaints. Director Correia stressed the importance of following the steps as laid out in the policy, regarding violations. Residents and all staff are encouraged to report any infraction witnessed. Correia applauded the efforts of three residents that have been smoke-free for 5 months now and looks for continued cooperation from those that have not quit.
- Bed bug reports are way down from a year ago. Correia attributes this to the awareness by residents, prompt reporting, and timely pest management. She stated that she is in the final stages of working with STOP PESTS in HOUSING, preparing the RFP. Upon award to successful proposer, units will begin receiving routine inspections monthly.
- REAC Inspections in the duplexes were completed on 11/14/13. Results will be sent shortly. Two items of concern were two smoke detectors that were removed by the resident. Clearly a serious infraction of the lease. Commissioner Braga asked if the tenants received a warning. Correia stated that letters of Non-Compliance are being sent.
- Homeownership Program continues its success. We are awaiting the closing date of our 17<sup>th</sup> duplex at 115-117 Juniper Street.

Motion by Commissioner Faria to accept the Executive Directors Report as presented. Seconded by Commissioner Braga. The motion carried.

### **PUBLIC HOUSING VACANCY REPORT**

Motion by Commissioner Braga to accept the PH Vacancy report as presented by Lori Pontus, seconded by Commissioner Faria. The motion carried.

### **HOUSING CHOICE VOUCHER REPORT**

Chairman Smith commended the staff, East Providence Police Dept and Recreation Dept on a job well done on the day the waiting list was opened. A motion was made by Commissioner Faria to accept the report as presented by Rose Ott, seconded by Commissioner Tillou. The motion carried.

### **HOUSING CHOICE VOUCHER FSS REPORT**

Motion was made by Commissioner Stoddard to accept the report as presented by Jennifer Brightman, seconded by Vice Chair Vargas. The motion carried.

### **PAID BILL REPORT**

#### **October 2013: \$283,996.85**

Vice Chair Vargas asked for an explanation of payment to Amy Manning. Director Correia stated that she is the attorney handling our public housing evictions. The dollar amount reflects fees for evictions and meetings to update 14 day and 5 day letters to tenants, and to review the ACOP and lease. Correia stressed the importance of having continuity between the ACOP, lease, and documents and letters being sent. Commissioner Stoddard asked if there was a limit to the amount of time the PHA allows a resident to fall behind before taking them to court. Correia stated there was no set limit and explained the difficulties PHA's face with the legal system during eviction proceedings. Commissioner Braga questioned two additional line items. Commissioner Stoddard moved approval of the October 2013 Paid Bill Report. That motion was seconded by Commissioner Faria and passed unanimously.

### **RESOLUTIONS:**

#### **#494 – FY 2014 Operating Subsidy Submission**

Director Correia instructed the board to refer to the spreadsheet attached. The calculations, by project, show that the EPHA is on track, based on HUD's current formula, to receive \$1,112,003.00 in operating subsidy this fiscal year. While these numbers are up from last year's calculation of \$976,626.00, Correia expects that number to be once again reduced. Final funding amounts are not expected to be known until perhaps May of 2014.

Commissioner Faria moved approval of the FY 2014 Operating Subsidy Submission. That motion was seconded by Vice Chair Vargas and passed unanimously.

**ADJOURN TO EXECUTIVE SESSION:**

Upon the request of Chairman Smith, Commissioner Faria made a motion, seconded by Commissioner Stoddard, to go into Executive Session under RIGL Section 42-46-5(a)(1) to discuss job performance and executive contract. The motion passes unanimously and the Executive Session commenced at 5:50PM.

**RECONVENE TO REGULAR SESSION:**

At 6:30PM a motion was made by Commissioner Stoddard and seconded by Commissioner Faria, to adjourn the executive session and return to the regular meeting where the Chairman reported the following actions:

Commissioner Faria moved to extend the contract of the Executive Director, Theresa Correia, for an additional three years, commencing October 28, 2014, with compensation. The motion was seconded by Commissioner Stoddard. The motion passed unanimously.

**ADJOURNMENT**

At 6:35PM upon a motion by Commissioner Faria and a second by Commissioner Stoddard, the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

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Theresa M. Correia  
Executive Director  
Transcribed by tmcorreia